

**Town of Chelsea
Board of Selectmen Minutes
February 24, 2016
6:30PM, Chelsea Town Office**

I. Call regular meeting to order:

The meeting was called to order at 6:32PM by Chairman Danforth.

Selectmen present: Richard Danforth and Michael Pushard. Benjamin Smith was absent and excused.

Present was Scott Tilton. Ed Tobias and Susan Sargent arrived after a substantial portion of the meeting had been completed.

II. Consent Agenda:

- A. Approval of Payroll Warrant # 38 in the amount of \$ 5,744.51
- B. Approval of Accounts Payable Warrant # 35 in the amount of \$ 24,001.86
- C. Approval of Board of Selectmen February 10, 2016 Meeting Minutes.

A motion was made by Mr. Pushard that was seconded by Mr. Danforth to approve Consent Agenda items A, B and C as presented. The vote was unanimous.

III. Public Comment: NONE

IV. Scheduled Items:

A. New Business:

1. Discuss making updates to the Chelsea Website –

The Town Manager introduced two updates that would be improvements to the current website. The first is a contact page, which would allow viewers of the website to fill out a form and submit the request or concern directly to the Town Manager. The second update, would give viewers of the website a method to send the town their email address which would place them on Chelsea's mailing list for town related business. There is a company called Virtual Town and School (VTS) who create websites for towns and school that include the above mentioned updates and many others. The Manager reviewed the cost along with the other enhancements a website provided by VTS would contain. No formal action was taken by the Selectmen, who preferred at this time to consider a new website provider during budget discussions.

2. Discuss implementing a Senior Wellness Checks Program –

The Town Manager introduced a program provided by another town that provides guidelines for check up on elderly Chelsea residents who have agreed to be checked up on. The Selectmen reviewed the basic concept and saw merit in such a program being implemented in Chelsea. They requested the Town Manager continue to develop the particulars of the program for implementation in Chelsea. No formal action was taken by the Selectmen.

3. Discuss and review a Property Maintenance Ordinance –

The Town Manager presented the Selectmen with a draft Property Maintenance Ordinance. The proposed ordinance would replace the existing Solid Waste Ordinance currently in effect. The new ordinance was thought to be a better ordinance and a better match for what is occurring in Chelsea. The Selectmen requested that the ordinance receive a formal review at the next meeting. The Selectmen also requested that the Code Enforcement Officer be invited to attend the next meeting to explain and assist them with understanding the ordinance. No formal action was taken by the Selectmen.

IV. Scheduled Items:

A. New Business:

4. Community Concepts Letter of Support –

Community Concepts is applying for a grant to build housing units for low income residents. The grant requires letter of supports be included in the grant request. Community Concepts has requested letters from the Towns they represent.

A motion was made by Mr. Pushard that was seconded by Mr. Danforth to approve the letter of support and authorize the Town Manager to sign on behalf of the town. The vote was unanimous.

5. Utilization of Town Owned Property adjacent to Butternut Park –

Mr. Pushard requested this topic be placed on the agenda. He expressed concern that the town property on the Kennebec River adjacent to Butternut Park was being underutilized. The proximity to the Hallowell Water District wells and Shore Land Zoning severely limit what can be done at the property. Mr. Pushard felt there were 3 options that existed concerning the property. The options include: keep the property and do nothing, keep the property and harvest the timber or sell the property to abutting land owners. The Selectmen instructed the Town Manager to further review the wood harvesting option and speak with the CEO regarding what can be done in the Shore Land Zone along the river. No formal action was taken by the Board of Selectmen.

IV. Scheduled Items:

B. Old Business:

1. Spirit of America Selection –

The Manager confirmed with the Selectmen that they did not have other recipients of this year's Spirit of America Award. It was agreed that Chelsea would present two Spirit of America awards. No further action was taken by the Board of Selectmen.

IV. Scheduled Items:

B. Old Business:

2. Municipal Property No Smoking –

The Town Manager reviewed with the Board the need to designate all town owned properties no smoking. The designation would include: Town Office grounds, Cemeteries, Fire Stations and Butternut Park. At this time, because of its location next to the school, the Selectmen decided the municipal parking lot and adjacent town owned property would be designated no smoking. No formal vote was taken by the Board of Selectmen.

3. Elderly Tax Deferral Program –

The Town Manager presented the Selectmen with the State Statute authorizing Chelsea to pass an ordinance that would defer payment of taxes by the elderly until certain events occur. The Selectmen wanted to review the Statute and become more familiar with it before putting it on the Town Meeting Warrant. They also requested that the Town Manager find similar sample ordinances approved by other towns to present to them for review. No formal action was taken by the Board of Selectmen.

4. Security and Safety at Butternut Park –

The Town Manager reported to the Selectmen on the progress being made to finding options to improve the security and safety at Butternut Park. The Selectmen were presented with several ideas that the Manager was pursuing. The ideas include: a solar powered remote access gate at a cost of \$7000, contracting with Kennebec County Sheriff for additional presence at the park for \$65 per hour and installing additional signage. No formal action was taken by the Board of Selectmen.

5. Town Report Dedication

The Selectmen discussed the dedication of the upcoming Town Report. By consensus it was decided that the Town Report would be dedicated to the owners of Harold Warren Construction. Harold Warren Construction, until their recent downsizing and auction, were a very supportive and active business in Chelsea for a very long time. In addition to the Town Report dedication, a plaque would be made and presented to them at the Annual Town Meeting. No formal action was taken by the Board of Selectmen.

V. Legal:

1. Approval of Augusta Ambulance Service Agreement

The Town Manager presented the Selectmen with the recommended Agreement. The annual cost increased primarily because the new amount includes a three year average of uncollectible which were being paid as they were sent to Chelsea for payment to Augusta.

A motion was made by Mr. Danforth that was seconded by Mr. Pushard to approve the agreement and authorize the Town Manager to sign the agreement on behalf of the Town. The vote was unanimous.

2. Local Traffic Sign Grant Program –

The Town Manager introduced a Local Sign Program being offered through the Maine Local Roads Center. The program pays for 90% of the cost of signs needed by the town. The need is determined during a drive around the town with representatives from the Local Roads Center. All of Chelsea current signs will be reviewed as well as the possible location of needed additional signs. The sign review will occur sometime this summer with purchase and installation of the signs occurring shortly after. By consensus the Selectmen authorized the Town Manager to contact Maine Local Roads and affirm Chelsea's interest.

3. Municipal Quit Claim Deed – Map 16 Lot 34 –

The Town Manager informed the Board of Selectmen that despite the taxes being paid on the property formerly known as Chelsea Market (Map 16 Lot 34) back in 2013 the liens were never discharged. The Municipal Quit Claim Deed corrects the matter and provides a clearer title to the new owners of the property.

A motion was made by Mr. Danforth that was seconded by Mr. Pushard to approve and sign the Municipal Quit Claim Deed for David Coulombe and Raymond Rodrique on Map 16 Lot 34.

The vote was unanimous

VI. Written Communication:

- 1. The Selectmen reviewed a letter from DHHS.**
- 2. The Selectmen reviewed the Treasurer's Investment Report.**
- 3. The Selectmen reviewed a letter from Augusta Public Works**
- 4. The Selectmen reviewed a letter from MMA Unemployment Compensation**

VI. Written Communication:

- 5. The Selectmen reviewed the **2016 MMA Contact Directory.**
- 6. The Selectmen reviewed a letter from **Maine Natural Gas**
- 7. The Selectmen reviewed the **February 2016 CES Newsletter**
- 8. The Selectmen reviewed a letter from **TWC dated February 17, 2016**

VII. Verbal Communication:

Town Manager – NONE

RSU # 12 Report – NONE

Committees and Boards – NONE

Board of Selectmen –

Mr Danforth – informed the Selectmen that he was invited to the next RSU #12 Finance Committee Meeting.

Mr. Pushard – requested that an item be put on the agenda to discuss security at the Town Office

VIII. Executive Session Action: NONE

IX. Adjournment:

A motion was made by Mr. Pushard and seconded by Mr. Danforth to adjourn the meeting. Mr. Danforth declared the meeting adjourned at 7:38PM.

Approved by the Board of Selectmen on March 9, 2016.

Richard Danforth

Michael Pushard

_____ Absent _____
Benjamin Smith